

## **Christinia Reasbeck, PHR**

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### **Professional Experience**

#### **Assistant Director Human Resources**

University of Maryland, Baltimore (Facilities Management Division)  
October 2008 to Present

Responsible for: Personnel administration: hiring, selection, orientation, disciplinary actions, terminations, promotions, FMLA, and leave requests; Recruitment: sourcing, advertisement creation, career and job fairs, and campus networking; Payroll: key weekly payroll, approve payroll charges, funding profiles, cost center reports; Salary administration: review/amend compensation structure to current market and staffing levels; Policy and procedure administration: internal investigations, succession planning, department budget, and personnel development and training; Supervision: two payroll administrators.

#### **Human Resources Director**

LB&B Associates Inc. (Government Contractor: Security & Facilities Maintenance)  
March 2005 to October 2008

Responsible for: Personnel administration: hiring, selection, orientation, disciplinary actions, terminations, promotions, unemployment hearings, and leave of absence; Benefit offerings: insurance enrollments and terminations, COBRA, FMLA, STD/LTD, vendor negotiation and selection; Recruitment: sourcing, advertisement placement, career and job fairs, and industry networking; Union contract administration: bridge agreements/contract negotiations, grievances, arbitrations; Compliance reporting: EEO-1, VETS100, AAP; HRIS administration: ABRA database and reporting implementation; Policy and procedure administration: internal investigations, compensation structure, succession planning, department budget, and exempt-level personnel development and training; Supervision: seven human resource team members.

#### **Total Service Manager**

SimplexGrinnell, Tyco International (Fire Alarm & Suppression Company)  
June 2003 – January 2005

Responsible for: Management: profit and loss responsibility for eighteen million dollar service operation covering the Baltimore/Washington corridor; service group consisted of eighty-person local union 536 and non-union fire alarm/fire suppression service department; Human resource administration: safety training, employee relations, recruitment, performance management, employee training and development, and salary administration.

#### **Regional Employment Manager**

Grinnell Fire Protection  
September 1998 – June 2003

Responsible for: Recruitment: selection, hiring and training of employees for sixteen field offices throughout the southeast; Administration: created exempt and non-exempt position descriptions, performed salary surveys and audited applicant flow logs, worked with offices to ensure procedures were being followed, reviewed all salary changes due to merit increases, promotions, bonuses and pay adjustments, entered information into corporate HRIS.

#### **Employment Manager**

Grinnell Fire Protection  
April 1997 – September 1998

Responsible for: Recruitment: national college recruitment program, internship program, organizational succession planning; Compliance reporting: key human resource reports - turnover, recruitment costs, demographic profiles, terminations, projected retirements, skill shortage assessments and corporate AAP; Investigations: internal auditing based on calls to the Ethical Conduct Concern Hotline.

**Human Resources Manager**

Edgcomb Metals (Metals Fabrication/Manufacturing Plant)

October 1995 – April 1997

Responsible for: Benefits administration: insurance enrollments and terminations, Workers Compensation, COBRA, FMLA, STD/LTD, open enrollment seminars; Payroll: keying of weekly payroll ADP.

**Education**

Management Studies Certificate, Cornell University, New York, New York

Master of Arts, Temple University, Philadelphia, Pennsylvania

Bachelor of Arts, Florida Atlantic University, Boca Raton, Florida

**Certifications / Professional Development**

Professional in Human Resources – PHR certification earned June 2008

Management Acceleration Program – SimplexGrinnell, December 2001

HR Generalist – Edgcomb Metals, October 1996

**Computer Skills**

PeopleSoft

ADP Payroll

Abra Suite HRIS

Deltek GCS Premiere

Microsoft Word, Excel, Outlook, Power Point, Access, Publisher